

STANDING COMMITTEES

CHAIRMAN OF THE BOARD is the presiding officer at all Board meetings and has the overall responsibility of oversight of all Association functions. The Chair is also a de-facto member of all standing committees.

VICE-CHAIR OF THE BOARD substitutes for the Chairman when necessary. Heads the Executive & Rules Committee, which approves the wording of all motions to be presented to the Board for approval. Leads the Personnel and Employee Safety Committees.

SECRETARY OF THE BOARD is the administrator of the Association's business office. Maintains all Association records. Presides at all Board meetings when necessary. Directs the annual election. Coordinates the mailing of the annual budget in November and the election materials in February. Supervises the office secretary

TREASURER is responsible for the financial health of our Association and maintains all financial records. Constructs the Annual Budget. Maintains the Reserve Data Analysis. Supervises the Association's bookkeeper.

ARCHITECTURAL CHAIR oversees all unit owners requests for changes, interior and exterior, and is authorized to approve or deny such requests based on established guidelines. Oversees the painting schedule of the exterior of all residential buildings and garages and of the interior and exterior of the Clubhouse and Sports Center. Supervises three employees.

BUILDINGS & POOLS directs the maintenance, repair or replacement of all buildings and pools, fences and walkways. Supervises three employees.

BUSINESS INFORMATION SYSTEMS helps with the maintenance of the Association's computers. Tracks the Reserve Data Analysis in support of the Treasurer.

CIVIC AFFAIRS acts as a liaison between New Horizons and the City of Torrance.

CLUBHOUSES maintains the interiors of the Clubhouse and Sports Center. Oversees the reservations of the Lounge and the Town Hall. Supervises two employees

CONDO CODE COMPLIANCE deals with violations of our Governing Documents. Frequently works closely with the Resident & Orientation Committee.

GROUNDS MAINTENANCE is responsible for the upkeep/maintenance of all landscaped areas within the condominium. These areas include lawns, flower beds, planters, ground coverings, trees, golf course, irrigation system, trash bins, parking areas and roadways. Approves or denies residents' requests for all landscaping changes in the common area. Supervises seven employees.

INSURANCE is responsible for placing all of the Association's insurance policies, oversees the insurance fund. Processes any claims such as vehicle damage to the common area, water damage to the interior of unit, mildew/mold problems within units, and all liability claims.

RECREATION COUNCIL coordinates the activities of New Horizons clubs and hosts events such as the picnics. Maintains the calendar of events which is published monthly in the Newsletter.

RESIDENT & ORIENTATION interviews all new residents and handles problems between neighbors which do not involve violations of our Governing Documents. Works in close contact with the Condo Code Compliance Committee.